


VACANCY NOTICE

CS-376
REV(1/11)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>Licensing Aide</u> CLASSIFICATION CODE: <u>02380300</u></p> <p>SALARY RANGE: <u>(0315A) 34368 - 37389</u> REFERENCE POSITION NO.: <u>3340-10400-90046</u></p> <p>Department or Agency Name: <u>Children, Youth & Families</u> APPLICATION PERIOD: <u>1/14/2013 to 1/20/2013</u></p> <p>Division/Section/Unit: <u>Licensing</u> GRACE PERIOD ENDS: <u>1/23/2013</u></p> <p>Assignment(s) / Comments: <u><i>This is a limited period position funded through the Race to the Top Early Learning Challenge grant. Funding for continuation of the position beyond the award period is not guaranteed.</i></u></p> <p>Shift and Days: <u>Mon - Fri 8:30am - 4:00 pm</u> Job Location: <u>Providence, RI</u></p> <p>Restrictions/Limitations: <u>Limited to 12/31/2015 Federal Funds</u></p> <p>Position Covered By Collective Bargaining Union Agreement: Yes <u>X</u> No <u> </u></p> <p>Name of Bargaining Unit Union: <u>Council 94/ Local 2876</u></p> <p>There is* <u> </u> is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> <i>The title of the position for which you are applying</i> <i>Title of your present position and date you entered it</i> <i>Date you entered State service</i> <i>Name of department where you are currently employed</i> <i>Your business telephone number</i> <i>Present Union Affiliations</i> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <p>Reasonable Accommodations:</p> <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</p> <p>Medical Information:</p> <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>On an ongoing basis, and as the primary work assignment, to be responsible for reviewing and processing of licensing and registration applications in an agency with regulatory responsibility for specific business, industries, professions/occupations or similar activities; to be responsible for the maintenance of records on both manual and computerized systems relating to licensure; to interact with the public on an ongoing basis; and to do related work as required.</p>
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>Education: Graduation from a senior high school and</p> <p>Experience: Employment in a clerical or related positions involving the exercise of independent judgement in the processing of various transactions.</p> <p>Or: Any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Nancy Nixon OHHS Human Resources Service Center 55 Howard Avenue Benjamin Rush Bldg. Cranston, RI 02920</p> <p>Fax and e-mail bids will no longer be accepted</p> <p>TTY/TDD # <u>711</u> (Telecommunication Device for the Deaf)</p> 

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER